

CITY OF MENOMONIE
POSITION DESCRIPTION

NAME:	DEPARTMENT: Recreation Department
TITLE: Building Maintenance/Custodial Technician	REPORTS TO: Recreation Manager
DATE: March 29, 2022	

Position Description:

This position requires basic knowledge and skills in facility maintenance and custodial duties. Work in this class is independent of direct supervision and requires high degree of self-motivation. The employee may be asked to perform additional tasks than the ones listed here, as the need of the employer and/or requirements of the position change.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be constructed as exclusive or all inclusive. Other duties may be required and assigned that are not listed.

- Clean city buildings in accordance with established maintenance schedules which include but are not limited to mopping and sweeping of floors, emptying trash, washing windows, vacuuming carpets, disinfecting toilets, urinals and sinks.
- Maintain mechanical systems in accordance with equipment specifications and operations manuals.
- Make minor repairs to city buildings, and mechanical operations so as to insure the safe, attractive, functional, and uninterrupted use of the building.
- Close and secure the building at appropriate times.
- Open and secure rooms and buildings as scheduled.
- Prepare rooms for use in accordance with required set up plans as scheduled.
- Requisition supplies from the Recreation Manager as necessary.
- Repair and construct sports and recreation equipment as necessary.
- Follow explicitly all safety directives issued by the Recreation Manager or their designee or as indicated in writing on tools, equipment and machinery.
- Follow procedures under the guidance and supervision of the Recreation Manager or designee. Completes duties, tasks, assignments, or other directives given by the Recreation Manager or designee.
- Perform outdoor maintenance at other locations in the city as required.

Qualifications & Physical Requirements:

- Ability to perform manual labor including lifting.
- Ability to work from written and/or oral instructions.
- Ability to develop and maintain effective working relationships with co-workers, other city employees and supervisors.
- Ability to exercise judgement in dealing with public.
- Ability to communicate by telephone and in person with the public.
- Ability to respond to emergency calls.
- Ability to work independently of direct supervision.
- Regular attendance and punctuality required.
- Possession of valid WI Driver's License.

Environmental Adaptability:

Ability to work under generally safe and comfortable conditions with minimal exposure to environmental factors such as toxic agents or chemical may cause discomfort and poses a limited risk of injury.

Training and Experience:

Graduation from high school and experience as building custodian and maintenance technician: or any combination of training and experience which provides the required knowledge, skills, and abilities.

The City of Menomonie is an Equal Opportunity Employer. In compliance with the Americans with Disability Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date